



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: ODNI Training Facilitator

Position Number: CO124

Position Grade: GS15

Salary Range: \$148,484 - \$176,300 (not applicable for detailees)

Vacancy Open Period: 04/11/2022 – 04/26/2022

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/COO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An external candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

- For a cadre assignment:
 - Current ODNI permanent cadre employees at the same grade or up to one grade lower than the advertised position grade may apply.



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- For a detailee assignment:
 - Current Federal Government employees at the same grade or up to one grade lower than the advertised position grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

Human Resource Management (HRM) provides its customers with a full range of Human Resources support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. HRM staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on customer service. The facilitator will be part of COO/HRM's new ODNI Educator Team with a mission to lead the development and delivery of ODNI-wide offerings including ODNI-level supervisor, manager, new employee, and chief of staff training and resources.

Major Duties and Responsibilities (MDRs)

Direct, plan, develop, implement, and maintain a quality organizational training program that supports mission requirements and meets the ongoing professional development needs of employees.

Direct and oversee the development, identification, scheduling, delivery, and evaluation of courses, workshops, conferences, database training, systems training, and meetings that meet the needs of ODNI employees.

Provide expert support to training program developers by applying extensive knowledge of the work and mission of the organization to produce training materials that may include organization-specific scenarios, case studies, supporting documentation, and other products that are used to create relevant and effective training materials.



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Lead the evaluation, examination, and in-depth analysis of current and future training development needs based upon an understanding of current employee skills, future skill needs, skill gaps, and mitigation strategies to address gaps; plan and implement initiatives and define the direction of future training development.

Utilize expert knowledge of the organization's mission to identify relevant courses and training programs that will increase employees' skills that contribute to mission success and make this information available to employees.

Guide employee efforts to meet Individual Development Plans (IDPs) by scheduling courses based on an understanding of the key functions of the organization and desired levels of performance for personnel to qualify/certify to perform in their positions; provide leadership and substantive mentoring and guidance to employees.

COTR certification may be required. If an external vendor is in the best interest of the government, lead the identification, evaluation, and selection of vendors to develop training programs that meet the needs of employees and provide direction, guidance, and feedback to these individuals to ensure that the programs they develop are effective.

Develop and continually expand personal expertise on the training and development needs of employees and achieve a reputation as a subject matter expert on training requirements in support of a specified mission.

Mandatory and Educational Requirements

Expert knowledge and experience in applying adult learning principles and methodologies to the design and/or selection of courses

Expert knowledge of training programs, courses, and other instructional methodologies, including the ability to identify, evaluate, and recommend appropriate courses, programs, and solutions to develop required workforce skills and abilities.

Superior ability to exercise independent judgment on time-sensitive issues, to perform multiple tasks and assignments, and to change focus quickly as demands change.

Superior ability to work productively in a fluid environment with changing requirements and priorities; ability to support group decisions and solicit opinions from coworkers.

Superior problem-solving skills and initiative in carrying out mission responsibilities based on senior-level guidance.

Superior ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and demonstrate organizational and interpersonal problem solving skills

Willingness to become COTR certified, if asked, to support vendor-delivered learning opportunities.

Desired Requirements

Degree or certification in facilitation, adult education, and/or adult learning principles and methodologies

Instructor or facilitator certification

Ability to customize content based on ODNI mission, operations, tradecraft, and capabilities



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Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- d. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job



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announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**